

11-99 FOUNDATION SULLIVAN ADVANCED STUDY SCHOLARSHIP

How do I receive my scholarship award funds?

1 ENROLL IN CLASSES

Enroll in classes for the **Fall 2024, Winter 2024, or Spring/Summer 2025** terms.

2 SUBMIT PROOF OF ENROLLMENT (starting July 1)

Request or download a **Current Enrollment Verification Certificate** through your student portal or school registrar. If you cannot obtain a certificate, we would also accept a screen shot of your class schedule in list format, but regardless, your proof of enrollment documentation must show:

1) your name, 2) the name of your school and 3) the term dates all in the same document or screen shot. Save your proof of enrollment file(s) in a non-editable PDF or image format.

Starting July 1, log in and submit your file(s) & documentation via the **11-99 scholarship portal** linked at chp11-99.org/scholarships.

If your proof of enrollment does not show all required items listed above or is not formatted as instructed, your submission will be rejected.

3 WRITE A THANK-YOU NOTE

Write a note of thanks to Suzanne & Godfrey Sullivan for generously providing funding to make your award possible. Mail the note to our office (address below) or email it to scholarships@chp11-99.org by November 1, and we will forward it to the Sullivans just before Thanksgiving.

RECEIVE AWARD CHECK

If we have received your thank-you note, and your proof of enrollment is acceptable, your award check will be mailed within **approximately 3 weeks** after we receive and verify your documentation, and your check must be cashed within 6 months of the check date.

Please note that your scholarship award offer expires on **December 31, 2024**. If you plan to enroll in classes for Spring/Summer 2025 instead of in the Fall or Winter, please let us know so that we may save your award money. *If you have not claimed your scholarship award or contacted us by **December 31**, your award will be forfeited.*